Dear Candidates,

If you are interested in taking up studies at the International Doctoral School of the Medical University of Lodz, you should get familiar with the conditions and schedule of the recruitment in the academic year 2022/2023, and then register via the online candidate registration system (IRK) between 1st and 20th July 2022.

When you open the registration procedure, you may freely log into your IRK profile, add or change/correct the entered data (except for identification details) until you file your documents with the Office of Doctoral Studies and your status in the IRK system is changed into “Candidate”.

Thanks to the **online registration**, you may easily find the list of topics of research studies proposed by the Medical University of Lodz in a given academic year, choose the subject matter of your doctoral thesis and a thesis supervisor, fill in the required data, generate an application. You may also check the current status of the procedure stage.

**Below you will find useful step-by-step guidelines
on the procedure of Online Candidate Registration (IRK)
in the International Doctoral School
of the Medical University of Lodz**

**STEP 1 – FIND INFORMATION ON THE REQUIREMENTS AND SCHEDULE OF
THE RECRUITMENT PROCEDURE**

**Visit the website doctoralschool.umed.pl**

* **Click the RECRUITMENT-RECRUITMENT 2022/2023 tab and you will find:**
* **Resolution on the procedure of recruitment in the academic year 2022/2023,**
* **Resolution on the programme of studies**
* **Directive of the Rector of the Medical University of Lodz on the schedule of recruitment to the International Doctoral School in the academic year 2022/2023**
* **Directive of the Rector of the Medical University of Lodz on the recruitment and limit of places at the International Doctoral School
in the academic year 2022/2023 with the list of places awarded to
the research and teaching units of the Medical University of Lodz- regulation available on the website from 01 of July 2022.**

**STEP 2 – PRELIMINARY REGISTRATION**

Register directly via the link https://sd.umed.pl/login.html or via the recruitment website: http:// http://doctoralschool.umed.pl/recruitment/ Next:

* click the icon *Apply*
* enter and REMEMBER your e-mail address and password. NOTE! In order to log into the IRK system, you have to give your login (i.e. your e-mail address) and the password entered when creating your profile
* fill in the registration form – check if all the details are correct
* read the GDPR clause, and then go to consents and statements section

**STEP 3 – ENTERING DATA**

Log into the IRK system using your e-mail address and password:

* Read the short information available on the home page
* If you recruit yourself within the regular recruitment procedure, you may use
the calculator that gives you an approximate number of points a candidate may be awarded in the procedure of recruitment to the International Doctoral School.
* Fill in the DETAILS OF THE CANDIDATE section, where you will find the following tiles:
* Personal details
* My photo (as for an identity card) meeting the criteria specified in
the IRK system
* Residence address
* Correspondence address
* Education
* Doctoral studies at the Medical University of Lodz (to be filled in by
a candidate who is also a doctoral student within a doctoral programme)

If the spaces are filled incorrectly or details provided are incomplete, an error notice will be displayed and you will not be able to proceed to the next stage of the registration process.

When full details are entered, the tab will change its colour from red to green.

* Under the LIST OF RESEARCH TOPICS tab, select one research area – remember that you may choose only one research topic from the list, choose your future thesis supervisor and indicate your proposed research topic within the specified research area;
* Under the APPLICATION OF THE CANDIDATE tab – in order to generate the application, select the printer button (check if all the entered details are correct before printing the document)
* Prepare the required documents that have to be submitted to the Office of Doctoral Studies as specified in the application form,
* The application for admission to the International Doctoral School generated in

the University online recruitment system should be submitted by the candidate along with a schedule of the individual research plan to the proposed thesis supervisor.
By signing the documents the supervisor gives his/her consent to scientific supervision over preparation of the doctoral thesis.

Since that moment, a person who has “Registered” status will be waiting for his/her status to be changed for “Candidate”.

**STEP 4 – SUBMITTING DOCUMENTS TO THE OFFICE OF DOCTORAL STUDIES**

The documents signed by the thesis supervisor and the candidate, i.e. the application for admission to the International Doctoral School of the Medical University of Lodz generated from the online registration system and the schedule of the individual research plan along with the required documents specified in the application form should be submitted by the Candidate in a white paper folder in the period from 1st to 20th July 2022 to the Office of Doctoral Studies after making an appointment via e-mail (cod@umed.lodz.pl). When sending an e-mail, the candidate should give the following details in the e-mail subject line: Full name of the candidate – recruitment to the International Doctoral School – appointment.

**For the sake of health and safety, when submitting your documents, please observe basic precautions.**

* Before visiting the University, make sure that you have all the required documents.
* Remember to take a face mask. Just before entering the University building, put on a face mask. Just after entering the building, disinfect your hands.
* Keep a distance of 1.5 metres between yourself and other people, both outside and inside the building.
* Bring your own blue or black pen.
* Enter the University building alone, without any accompanying persons. Only disabled persons who need assistance may be accompanied by another person.
* When staying in the building, wear a face mask. Before leaving the building, disinfect your hands.
* After submitting the documents, leave the University premises immediately.

NOTE! In the case of foreigners, scans of documents may be sent via electronic mail provided that they are sent within the deadline specified in the recruitment schedule. The original documents should be submitted to the Recruitment Committee through the Office of Doctoral Studies not later than within 4 days following the publication of the list of candidates qualified for admission to the International Doctoral School. In such a case,
the date of sending an e-mail with scans of documents enclosed is regarded as the date of submission of the documents.

**STEP 5 – QUALIFYING A CANDIDATE FOR THE EXEMINATIONS**

**Documents filed by the candidate in the recruitment procedure are verified by the Recruitment Committee. Following the verification, your status in the IRK system will change into “qualified for examinations” or “not qualified for examinations”**

**Information on the stages of the recruitment procedure is sent to the e-mail address specified by the candidate, and a change of the candidate’s status may be checked on the candidate’s profile in the IRK system. To find out about your status, click the “application of the candidate” tile.**

**STEP 6 – RESULTS OF THE EXAMINATIONS**

Log into the IRK system (enter your e-mail address and password) or if you have already logged in, go to the “RESULTS” tab where you will find the results of the entrance examinations.

Your status in the IRK system will each time inform you about the consecutive stages of
the procedure. You will also receive e-mails including relevant information.

**STEP 7 – ANNOUNCEMENT OF THE LIST OF ADMITTED CANDIDATES**

Ranking lists of candidates qualified for admission, lists of candidates enrolled on the list of doctoral students (admitted to the International Doctoral School) are made as specified according to the schedule of recruitment– individually for each of the scientific disciplines in which education is provided at the International Doctoral School. The order in which the names of the candidates are placed on the ranking list depends on the number of recruitment points awarded in the qualification procedure within the specified limit of places.

The lists are published on the website of the International Doctoral School.